

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

TO:

**Chief, Payroll Branch, Fiscal Division, Comptroller's Office**

FROM:

**Chief, Finance Division**

ALLOTMENT SYMBOL

**2263-1040-1000**

PAY PERIOD

ESTIMATED NUMBER

BEGINNING

ENDING

HOURS

EMPLOYEES

**1 July 1961**

**8 July 1961**

**8**

**2**

JUSTIFICATION

INDICATE, CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Detail)

**See attached Memorandum for Chief, Finance Division  
from Chief, Monetary Branch, dated 28 June 1961.**

DATE

**30 June 1961**

TYPED NAME AND SIGNATURE OF SUPERVISOR (if applicable)

**C/Finance Division**

25X1A9a

CONCURRENCE (if applicable)

AUTHORIZATION

TYPED NAME AND SIGNATURE OF DIVISION CHIEF

TYPED NAME AND SIGNATURE OF AUTHORIZING OFFICIAL

**C/ Finance Division**

**E. R. SAUNDERS**

DATE CONCURRED

DATE AUTHORIZED

**30 June 1961**

Approved For Release 2002/05/01 : CIA-RDP78-05747A000300040014-8

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ORIGINAL DOCUMENT MISSING PAGE(S):

NO ATTACHMENT